

DDA 77-1309

DD/A Registry

File DLN

8 March 1977

MEMORANDUM FOR: DCI-Designate  
Acting Director of Central Intelligence  
Deputy to the DCI for the Intelligence  
Community

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : 9 March 1977 Ceremonies

1. This memorandum contains the facts as they are known at 1500 hours on Tuesday, 8 March 1977, concerning the ceremonies planned in connection with Admiral Turner's swearing-in on Wednesday, 9 March. It is written in a time-sequential fashion.

2. The sequence of events are as follows:

a. Admiral Turner's luncheon commences at 1230 hours. A corsage will be left with [REDACTED] of Admiral Turner's Office for Mrs. Turner.

b. Presidential Party departs White House at 1300 hours.

c. Mr. [REDACTED] DCI Protective Staff, will come to the Executive Dining Room to get Admiral Turner in time for him to go to the front entrance to meet the President.

d. Mr. Jack Watson and Mr. Dan Lee, White House Advance Party, will enter the building with the President.

e. We have been asked to give no advanced information to employees that the President is arriving at approximately 1320 hours.

e. The President will enter the south main entrance door. He will walk through a cordoned area against the south wall up to the main first floor, turn left, and walk along a cordoned area against the east wall to the south elevator bank. The Presidential Party will take the elevator to the seventh floor and proceed directly to the Director's Conference Room. There will be a total of 42 people in the Director's Conference Room. This will include the President; 18 Community representatives to include Admirals Turner and [REDACTED] and Mr. Knoche; 8 Agency representatives (the four Deputy Directors, Inspector General, General Counsel, Legislative Counsel and the Assistant to the Director); 12 National Intelligence Officers; and Messrs. Jack Watson, Dan Lee [REDACTED]

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f. At such time as the Presidential briefing gets underway, Admiral Turner's aides and security personnel will start to have the luncheon guests move to the Auditorium. They will use the north elevator bank and enter the Auditorium through the "tunnel".

g. It is suggested that Admiral Turner try to bring the briefing to a close no later than 1410 hours. At this time, Admiral Turner and the President should adjourn to his Office. The rest of the party in the Director's Conference Room will then go to the north elevator bank and enter the Auditorium through the tunnel.

h. A Security Aide will notify Admiral Turner and the President when they should leave his Office. They will go down the seventh floor corridor to the south elevator bank and take the elevator to the first floor. The President and Admiral Turner will then walk the entire length of the first floor corridor in a cordoned area against the east wall. It is possible that the President may stop opposite the main foyer to say a few words. In any event, the President and Admiral Turner will go to the north end of the first floor corridor and turn right. They will then go through the tunnel to the Auditorium.

i. Upon entering the Auditorium, they will take the first aisle to their right to approach the stage.

j. At such time as the President and Admiral Turner are seated, Mr. Knoche will approach the rostrum, acknowledge the presence of the President and Associate Justice Byron White, and ask the swearing-in party to move forward. Their places will have been marked on the stage by the White House Advance Party.

k. Immediately upon taking the oath, Admiral Turner will move to the rostrum and speak briefly.

l. Admiral Turner will then introduce the President who will then make his remarks.

m. Upon the conclusion of the President's remarks, the President will depart from the same side he entered the stage, turn immediately hard right, cross the front row and shake hands with members of Admiral Turner's family.

n. The Presidential Party will then depart by that aisle at the opposite end from which they departed the stage.

o. The President will enter his limousine upon departing the Auditorium and leave the compound.

3. After the distinguished guests are seated on the stage and before the President and Admiral Turner have arrived, an announcement will be made that the invited guests of Admiral Turner to the reception should depart by the stairs in the lobby of the Auditorium. There will be signs directing them to the Rendezvous Room.

4. For Mr. Knoche: Fred Janney, Director of Personnel, is a personal friend of Justice and Mrs. White. He will greet them, as well as Mrs. Knoche, as they depart the Executive Dining Room at approximately 1330 hours. He will then take them to the Operations Center, the Library, the Signal Center, and the Directors' Portrait Gallery. Following that he will escort them to the Auditorium.

5. One other thing for Mr. Knoche. It is understood that you and Mrs. Knoche will greet Justice and Mrs. White at the main entrance of the building at approximately 1230 hours.

*John F. Blake*

John F. Blake

Distribution:

Original - DCI-Designate  
1 - Acting Director  
1 - D/DCI/IC  
1 - D/Personnel  
1 - D/Security  
1 - EO-DDA  
[REDACTED] (DDCI)

STATINTL

~~1~~ - DDA Subject  
1 - DDA Chrono  
1 - JFB Chrono

DDA:JFBlake:der (8 March 1977)

Outline of Presidential Brief

Part I Collection

STATINTL

NSA [REDACTED] 3 min

NRO 3 min

DDO Wells 3 min

(chart)

Part II Analysis

STATINTL

DIA [REDACTED] 3 min

DDI Stevens 3 min

State Saunders 3 min

Part III Dissemination

Customers

President

PDB

Twice weekly meetings with DCI

Spot reports/messages

Screened by NSC Advisor

Cabinet

National Intelligence Daily Newspaper

Spot reports

Congress

Army, Navy, Air Force, JCS, DIA Briefings

State Briefings

CIA Briefings

- 2 -

Part IV Covert and Counterintelligence Operations

Covert Operations

CIA

Counterintelligence

USA - FBI

Overseas - CIA

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DDA 77-1258

7 March 1977

MEMORANDUM FOR: Acting Director of Central Intelligence  
FROM : John F. Blake  
Deputy Director for Administration

Hank:

1. This memorandum is designed to bring you up to speed on matters pertaining to Wednesday's swearing-in ceremony.

2. Attached is a memorandum I sent to Admiral Turner on 2 March concerning the sequence of events. I have annotated it along the side to bring it up to date.

3. There is also attached for your information a copy of the stage seating chart.

4. I would suggest for your consideration that you meet in the lobby and escort to the stage Justice Byron White.

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5. I have listened to the tape of the Ford/Bush ceremony. [REDACTED] did not speak but [REDACTED] did go to the rostrum immediately upon the President being seated and said the following words:

"Mr. President, I present to you an intelligence agency and community of dedicated professionals. Despite the turmoil and the tumult of this past year, they have continued to produce the best intelligence in the world. I am sure they will give Mr. Bush the same loyal support that they have given me over these years. Ladies and Gentlemen, the President of the United States."

Perhaps you would like to say something along the following:

"Mr. President, the leadership and personnel of all Intelligence Community agencies are here present today to observe you witness the Oath of Office being administered to Admiral Stansfield Turner. Community personnel are among the most dedicated in the Federal Service and you should be assured that they will give the same loyal support to Admiral Turner as they have to all previous Directors. Ladies and Gentlemen, the President of the United States."

6. I queried Dan Lee, the senior White House Advance man, if it would not be appropriate for all those on the stage to follow the President through the tunnel and into the building. He states they prefer not to do this. He claims it makes a handling problem for both the Advance Party and the U.S. Secret Service. Their standard practice is to have only the agency head accompany the President. In this connection I would suggest that when all are seated on the stage, and prior to the arrival of the President, you mention that the President and Admiral Turner will use the tunnel and you will lead all other guests out the front door over to and into the main entrance of the building.

/s/ John F. Blake

John F. Blake

Att

Distribution:

Orig - A/DCI w/att  
1 - ER w/att  
1 - DDA Subject w/att (DDA 77-1150)  
~~1~~ - DDA Chrono w/o att  
1 - JFB Chrono w/o att  
DDA:JFBBlake:der (7 March 1977)

LDA 77-1150

2 March 1977

MEMORANDUM FOR: Admiral Stansfield Turner

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Swearing-In Ceremony

Sir:

1. This memorandum is designed to make you aware of the essential points concerning matters on 9 March bearing on your swearing-in ceremony. I have arranged the material sequentially. Refinement of the planning continues on a day-by-day basis and, in certain cases, we will need decisions from you.

2. In a sequential sense the matters involved are as follows:

a. There will be approximately 56 people at the luncheon in the Executive Dining Room. [REDACTED] has issued them invitations in your name. All acceptances have not been received as yet. Your cable of 26 February 1977 suggested "8-10 personal staff". [REDACTED] and myself interpreted this to mean Mr. E. H. Knoche, [REDACTED]

[REDACTED]

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b. The Presidential Party is due to leave the White House at 2:00 p.m.

c. On both the printed invitations and the admittance tickets we have stated the ceremony commences at 2:15 p.m. and have asked people to be seated by 1:45 p.m. Our experience, because of our somewhat isolated location, is that more than the average number

of people arrive late. We are also informed by the U.S. Secret Service that the President shows tendencies to arrive early.

d. The Presidential Party is to arrive between 2:20 and 2:25 p.m.

e. It is your preference as to who greets and escorts the President to the stage. On a similar occasion, Mr. Bush alone met President Ford and escorted him. Other individuals had already taken their seats on the stage.

Admiral Turner, alone, will escort the President.

f. Upon you and the President being seated, Mr. Knoche will take the rostrum, identify the nature of the ceremony, and request the swearing-in party to move forward.

g. Your remarks will then follow.

h. The President's remarks will follow.

i. The Presidential Party will then depart the Auditorium and head to the entry foyer of the Headquarters Building. It is the current thinking of the White House Staff that the President will walk through a centrally-roped area and shake hands on both sides of the aisle. They do not envision the President saying any words to the employees in the lobby who will have already heard the Auditorium ceremonies piped in by live audio.

Advance Party wants President to travel from Auditorium to Building through tunnel.

j. The White House Staff expects the Presidential Party to depart the area at 3:00 p.m.

k. The invited guests for the reception will proceed to the Rendezvous Room. I will comment on this below.

l. The reception is concluded.

3. The Rendezvous Room is located on the south side of the first floor of the Headquarters Building. It is

used as a sit-down restaurant at lunch time. It is attractive in decor and quite spacious. The number of people attending the reception, currently estimated somewhere near 100, cannot be accommodated with any degree of comfort in the Executive Dining Room. The Rendezvous Room can easily accommodate up to 200 people.

4. There remains to be decided your desire to have all heads of the Intelligence Community agencies seated on the stage during the ceremonies in the Auditorium. I am having prepared some sets of graphics to acquaint you with the strict constraints of space on the stage. We will endeavor to get these to you by Friday, 4 March, to acquaint you in more detail with the problem.

5. The ceremony will be recorded by both film and video coverage. The issue of admittance of foreign press has not yet been decided by the White House. There will be a corsage for Mrs. Turner.

Foreign  
Press  
is  
coming.

6. The proration of seats in the Auditorium, at this time, will be as follows. The figures will be altered slightly as we obtain additional information as to who is coming from the White House and as we receive notification of acceptances:

Intelligence Community	210	These figures have changed slightly.
Central Intelligence Agency	140	
Press	58	
Family and Personal Guests	42	
Congress	22	

We are counting against a total of 499 and have, at this time, left ourselves a little slack. If no other demands come for that slack, we will evenly distribute it between the Intelligence Community and the Agency.

JF John F. Blake

John F. Blake

Distribution:

Orig - Adm. Turner

1 - DDA Subject 1 - DDA Chrono 1 - JFB Chrono

1 - RFZ Chrono

DDA:JFBlake:der (2 March 1977)

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**Next 1 Page(s) In Document Exempt**

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*You are Invited to Attend the  
Administration of the Oath of Office  
to  
Admiral Stansfield Turner, USN  
and Address by  
The President of the United States  
on Wednesday, 9 March 1977  
at 2:15 p.m.  
in the Headquarters Auditorium.*

*Please be seated by 1:45 p.m.*

*Admission by Ticket Only*

Reception Following  
ADMINISTERING OF OATH OF OFFICE  
of  
ADMIRAL STANSFIELD TURNER

Rendezvous Room

9 March 1977

Administration of the Oath of Office  
to  
ADMIRAL STANSFIELD TURNER, USN  
and Address by  
THE PRESIDENT OF THE UNITED STATES  
Wednesday, 9 March 1977  
2:15 p.m.  
Headquarters Auditorium

Admission by  
Ticket Only

Please be seated  
by 1:45 p.m.

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## ROUTING AND RECORD SHEET

DD/A Registry

File 02M

SUBJECT: (Optional)

Guest List for Admiral Turner's Luncheon

FROM:

Executive Officer, DDA

EXTENSION

NO. DDA 77-1154

DATE 3 March 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

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15.

1. Attached is the guest list, as we know it now, for Admiral Turner's luncheon on 9 March. We do not yet know of acceptances.

2. When we get a more complete list, we will forward a copy to you.

STATINTL

EO/DDA

Attachment

EO/DDA/ [redacted] 1m (3 Mar) STATINTL

Distribution: (RS w/att) STATINTL

by hand {  
1 RS - D/OS  
1 RS - C/LSD  
1 RS - Asst/DCI [redacted]  
1 RS - [redacted] HMAB  
1 RS - DDA Subject  
1 RS - DDA Chrono  
1 RS - RFZ Chrono

Attachment: Guest List



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Guest List for Admiral Turner's Luncheon

Wednesday, 9 March 1977, 12:30 P.M.

Executive Dining Room

10-12 Family

Mr. and Mrs. Leonard Gollobin

RADM and Mrs. Staser Holcomb

Mr. and Mrs. H. A. Watson

RADM and Mrs. James B. Stockdale

Mr. and Mrs. Paul G. Miller (Baltimore)

Mr. and Mrs. John Wallace

Mr. and Mrs. Eugene Bradley

RADM and Mrs. Charles S. Williams

RADM and Mrs. William L. Harris

Mr. and Mrs. Richard Steen

Miss Fenwick Kollock

Mr. and Mrs. Felix De Weldon

Mr. and Mrs. Herman Wouk

RADM and Mrs. C. T. Hanson (Norfolk)

Ambassador and Mrs. J. E. Engle (Norfolk)

Senator John H. Chafee

8-10 Personal Staff